



Gull Lake Community Education:

Gull Lake Early Learning Center and AACC Added Advantage Care

Program Mission

“Providing a safe and enriched environment in which children can grow academically and socially!”

Philosophy.

“Here at GLELC/AACC we believe that the most important part of our program is the individual child. Children learn with the encouragement of all of the adults that surround them in their rich learning and well-organized environment. We are dedicated to providing a safe and comfortable environment for all children who attend our program. It is our belief that it is crucial to provide activities and learning experiences that encourage a child’s social, emotional, physical, and cognitive development in a caring and mentoring environment. We believe that an open line of communication between parents, staff, and children helps to foster positive community relations in the Gull Lake School District.”

Goals:

- Model for and teach children how to be Respectful, Responsible, and Safe.
- Provide children with recreational, educational, and enriching learning experiences, which will support individual growth, positive peer and adult relationships, expanded social emotional skills, and overall well-being.
 - Provide a safe, caring, and nurturing environment.

- Create and maintain positive and respectful relationships with families and children that allows open communication and support.

Objectives:

- Successfully provide and operate a nurturing Early Learning and Before/After Care Program to meet the needs of the children and their families within the Gull Lake School District.
 - Keep all children in our care safe, supported and well supervised with a wide variety of learning experiences to choose from.

Welcome to Our Family:

Welcome to our Gull Lake Early Learning (GLELC) and Added Advantage Child Care (AACC) family. We are a team that works together to provide quality learning and care for the families of our community. GLELC/ AACC is a self-supporting program administered by Gull Lake Community Education that also offers GSRP programming for 4's within the community.

We are a licensed program by the State of Michigan (LARA). In accordance with LARA Child Care Rule R 400. 8110 (4): Our centers keep a licensing notebook available to families at each location.

These hold reports from the last three years, they are also available online at www.michigan.gov/michildcare.

Quality Early Education and Child Care is an important piece of the educational process here at Gull Lake Community Schools. GLELC/ AACC programs focus on providing recreational, educational, and enriching learning experiences, which will support individual growth, positive peer and adult relationships, expanded social emotional skills, and overall well-being. GLELC/AACC endeavors to provide a safe and caring environments at reasonable rates with open communication and support between staff and parents.

GLELC/ AACC asks that you please read this Parent Handbook and save it for your reference throughout the year. It contains helpful information that will guide you through the GLELC Preschool and AACC program policies and procedures for both school year and summer programs offered.

*****Please share your feedback about how we are doing with providing your child, family, and community, with the Community Education office at, (269)-548-3815. Your satisfaction is essential to Gull Lake Community Education providing an enriching program to the community.**

Locations and Hours of Operation:

Kellogg AACC (Grades Preschool-5th)

9500 North 40th Street, Hickory Corners, MI

Monday- Friday 6:30 am-6:00 pm

Richland AACC (Grades Y5-8th)

9476 East M-89 Richland, MI

Monday-Friday 6:30 am- 6:00 pm

Gull Lake Early Learning Center (AACC 3's Preschool and GSRP)

9500 North 40th Street, Hickory Corners, MI

Monday-Thursday

3's: Monday- Thursday 9:00am-4:00pm

GSRP: Monday-Thursday 8:50am-3:50pm

AACC Add On Services Offered:

(Separate sign ups)

½ Day Care

(33 months and up)

Holiday and & Snow Day Care

(33 months and up)

Summer Programs

(33 months and up)

Our Staff:

Our staff here at GLELC/ AACC as Gull Lake Community School employees, are also screened and fingerprinted before being hired into the district. AACC/ GLELC Preschool has a Program Coordinator who is responsible for programming, staff training, and the supervision of students and staff. Within our programs our staff members are dedicated to caring for your children in your absence.

As a licensed child care program, our staff members are screened with background checks, provided with CPR and First Aid training as well as a required 16 hours of annual training in child-care/ early education related areas. We have a variety of staff members who have degrees/

coursework in Early Childhood Education and Child Development, CDA Certifications, and have experience as parents.

All GLELC/ AACC staff can be identified with a Gull Lake Community School ID badge. Please feel free to ask questions and get to know the staff members who care for your children. We have a great group of professionals and want you to feel comfortable with each and everyone of them.

Changes in Policy:

GLELC and AACC reserves the right to amend policies at any time throughout the year. Parents will notified of any changes made.

Program Overviews:

AACC School Year Care: Start of School Year-June (Monday-Friday):

This before and after school care program is designed to provide care for students before and after school for children ages Young 5's-Middle school. **If** space allows we offer the same care for children ages 33 Months-5 years for full week or part time care.

Our before and after school programs provide a social atmosphere for children that include, crafts, board games, group games, outside and gym time. These programs provide for physical, social/ emotional, and intellectual development.

***Breakfast before school and snacks after school are provided.

GLELC 3's Preschool Start of School Year-June (Monday-Thursday):

Our 3's preschool program offers Early Education for children ages 33 months -44 months. These programs are created to offer caring, safe, and enriched learning spaces. This program uses *Creative Curriculum for Preschool* which supports your children in developing and enhancing their cognitive, gross and fine motor, language and literacy, social emotional, and math skills. The programs follows a daily schedule that provides expectations and routines for your children to help them prepare for their next educational journey. (Outline of daily schedule provided in enrollment packet)

****Friday Care available per separate registration and if space allows**

***Your child will be provided with breakfast, lunch (subject to change due to food programs available to GLCS), and snacks.

GLELC GSRP Programs Start of School Year- June (Monday-Thursday):

GSRP is a state funded center-based preschool program serving eligible four-year old children through a grant received from the Michigan Department of Education. There is no cost to families for enrolling their child in the program.

The learning environment is planned to provide experiences that encourage growth and development in the following areas; physical, social-emotional, language, and cognitive, with a focus on skills related to early learning in language/literacy, mathematics, science, social studies, creative arts, and technology.

****Friday Care available per separate registration and if space allows**

***Your child will be provided with breakfast, lunch, and snacks.

AACC Summer Camp Program June- August (Monday-Friday):

The AACC Summer Camp Program is offered at the Gull Lake Early Learning Center. The Preschool Pandas group is designed for children ages 33 months-5 years old. Our School Age group is designed for children ages Y5's-4th grade. This summer program is packed with fun activities for each age group in a relaxed, social environment. Our School Age campers attend field trips that are provided to parents after acceptance into the program is received. Our Preschool Pandas do not attend field trips as GLELC/AACC does not transport children ages 4 years and younger due to transportation restrictions.

***Your child will be provided with breakfast, lunch (subject to change due to food programs available to GLCS), and snacks.

****As the needs of the community change, we at GLELC will do our best to meet those needs. Service locations, hours of operation, and other aspects of AACC/GLELC are subject to change to meet the needs of our community. Additional half-days or full-day options may be considered based on enrollment, however, additional services can only be considered if the need is reflected in the registrations that have been turned in to the Community Education Office.**

School Closings:

School Closed Prior to Start of School:

-When school is closed for the day prior to the start of school (snow days, etc) every effort will be made to remain open and offer care from 6:30am-6:00pm at Gull Lake Early Learning Center unless we have severe weather conditions. Only those using Snow Day Care will be charged. Please send your child with a cold lunch and snow gear.

School Delay (School-Age Site):

-In the event of a school delay, child care is available at each site with an additional \$5.00 charge to cover the extended time until school starts.

Early Dismissal:

-If School is dismissed early due to weather, etc. every effort will be made to be able to offer child care. Please note that if the schools are evacuated for any reason we will be closed. If we have children in our care during that time, parents will be notified to pick up their child.

Rates:

AACC/GLELC rates are posted on our GLELC website under the AACC tab. You can find this at:

<https://www.gulllakecs.org/early-education>

**Tuition rates are subject to change at the discretion of the district.

Tuition Charges and Payments Policy:

- Payments are made through ProCare. You can access this through their app or visit myprocare.com to make payments.
- Tuition is based on the schedule you have provided, not on attendance. You will be responsible for paying tuition on sick days and personal days taken throughout the year.
- You will **NOT** be charged regular weekly tuition for the following scheduled extended closure periods:

Thanksgiving Break: The Wednesday-Friday closure period around Thanksgiving.

Christmas/Winter Break: The full week's of winter break you will not be charged for your weekly tuition. (If Christmas Break care is offered a sign up will go out and you will be charged based on days you signed up over the break, if you do not utilize this service you will not be charged).

Spring Break: The full scheduled week of closure in the spring. (If Spring Break care is offered a sign up will go out and you will be charged based on the days you signed up over the break, if you do not utilize this service you will not be charged).

Scheduled No-School/Professional Development Days: Tuition is due for these days **even if you normally attend but choose not to utilize care**. Your fee holds your reserved spot regardless of use. If AACC is offered on a snow day you will be charged the same as a scheduled no school/professional development day. If there is a snow day and AACC is **NOT** offered you will be credited for the charge for that day.

- Tuition charges go out Wednesday prior to the week care is to take place. Payment must be received the Friday before care is needed.
 - Tuition is collected weekly for childcare and monthly for Preschool.
- If you find yourself in an extenuating circumstance, please contact the billing department at 548-3408 to discuss options.
- In the event of a missed payment, your child will not be able to attend until you have paid in full for the current week and the next week of care. After 3 times of missed payments your child will be placed back on the waiting list.
 - Recurring payment forms will be provided electronically for your convenience. Monthly statements and year end totals will be available on ProCare for you to view and/or print.
- Monthly statements and year end totals will be available on ProCare for you to view and/or print. If you have any questions regarding your account please contact Christina Waligursky at cwaligursky@gulllakecs.org or 269-548-3408.

DHS Payments:

Families who receive assistance from the Department of Human Services will be required to pay their portion of tuition. **Financial obligations must be kept up to date by the parent.** For further questions on this matter, please contact Billing via phone call at 269-548-3408 or email at cwaligursky@gulllakecs.org

Acceptance/Registration:

A non-refundable registration fee is required for each child in order to enroll them into the current school year and again for the summer program as they are two separate programs. Registration rates can be found in the rates section of the handbook.

Children must be at least 33 months old and potty trained to enter the program. **Our programs are not licensed for diapering.** Assistance will be given for the occasional accident, but children should be able to take care of their own bathroom needs by themselves. The use of a Pull-up for the entire day is prohibited, as this is a sign that your child is not potty trained (**Pull-ups for preschoolers at naptime are acceptable if child can change in and out of Pull-up without assistance.**) If your child has a medical condition that requires them to wear pull-ups a doctors note must be submitted prior to your child's start date. Extra Pull-Ups must be provided for your child in a large zip lock baggie with your child's name on it. More than 3 accidents in a week may cause for a parent conference to create a plan, and could result in a pause in services. We do understand children have accidents and our staff is more than willing to make all efforts to help your child through this process.

If your child has a medical condition, allergies, or otherwise needs accommodations, it is important to note your child's needs on the pre-registration form so that we can be sure we can successfully and properly support your child while in our care!

*****If you have any outstanding balance from a previous enrollment in one of our programs that balance must be paid in full before enrolling in future programs.**

Enrollment:

Due to the requirements of the State of Michigan Licensing Rules for Child Care Center, children will not be allowed to start/attend with missing or incomplete paperwork.

A completed enrollment packet must be received by the Program Coordinator prior to your child's start date in our program.

AACC Enrollment Packet Includes:

- Child Information Card (Properly filled out. No blanks, all blanks filled in with none or unknown)
 - Parent Contract (One per family)
 - Picture Release form (One per child)
- Sunscreen/Insect Repellent form (One per child)
 - Transportation Form (School Age)

(Preschool/Pre-K programs only)

- Health Appraisal - signed by physician within the preceding 12 months.
 - Birth Certificate
- Copy of student's immunization record - this record must show a minimum 1 dose of each immunizing agent specified by the Dept. of Community Health or a copy of the waiver administered by the Dept. of Community Health, with a parents signature.

Photographs/Picture Release Form:

Photographs will occasionally be taken of the children engaging and learning within their program. These photos may be used on social media, school projects, newspapers, etc. If for any reason you do not want your child to be photographed, please be sure to check "No" on the Picture Release Form.

Insect/Sunscreen Form:

If you need/want your child to have sunscreen or insect repellent applied to your child while in one of our programs you will need to check "Yes" on this form and provide either or both items for your children. Please send sunscreen and insect repellent in a large ziplock baggies with your child's first and last name on each bottle.

Daily Routines:

Daily routines vary for each program. Outlines of the daily routine for the program your child(ren) attend will be provided in your enrollment packet, provided to you after acceptance into the program.

Withdrawal Policy:

A two-week written notice (email accepted) is required when discontinuing the program. Parents will be held responsible for tuition if proper notification has not been received. Once a withdrawal is received by the school, it cannot be revoked. Re-enrollment may require joining the waitlist.

Please Return all Completed Paperwork to:

-Gull Lake Early Learning Center
9500 North 40th Street, Hickory Corners, MI 49060
or
-Email to kward@gulllakecs.org
or
-Attend offered enrollment sessions and/or attend Open House

Parent/Guardian Responsibilities:

- A completed enrollment packet must be received on site prior to your child's attendance.
- Please keep all contact information up to date. Any changes in address, phone numbers, release of child must be updated in case of emergency.
- It is your responsibility to make sure your child is dropped off and picked up during their proper attendance times.
- Please inform staff of any situation that may require your child to be given extra supports (death in family, etc.)
- Keep your account up to date weekly. Payment is due in full the Friday before the next week of attendance. Services will be suspended until payment is made.
- An authorized pick up person must be on your child's information card and must be 16 years of age or older. They must have a valid I.D. for pick up. Children will not be released to anyone without authorization.
- If your child does become ill during care, you will be notified and expected to pick them up within the hour. If we are unable to contact you, your emergency contact person will be notified.

Confidentiality Policy

Gull Lake AACC will not disclose child and family records without written consent of the parent or legal guardian, except as needed when child abuse and neglect is a concern, or as otherwise permitted or required by law. Confidential information is shared only with staff members who need the information to perform their jobs. Families have the right to examine their own records.

Child Release Policy

Because of our concern for the safety of our students, these guidelines will be followed:

- No child will be released to a person other than a parent or guardian during school hours without the prior permission of parent or guardian as provided on Emergency Contact information.
- If a parent/guardian desires that his/her child be released to another person not indicated on the Emergency Contact information, the following must be received by the teacher via phone call or message in advance. i) the name of the person to whom the child is to be released; ii) the time of the release and the length of time for which the child is to be released; iii) the purpose of the release.
- Exceptions will be made only in times of emergency. The Program Director or Designee will make the determination of whether an emergency exists.
 - The person to whom the child is to be released will be required to sign out with a staff member. If the person is not known/recognized by the staff person, photo identification will be required. If the principal or designee has any doubts about the documentation presented, the student will not be released. The District may contact law enforcement to assist.
- No preschool child will be permitted to walk home alone. The parent/guardian, or authorized adult, must pick up the child at school.
 - With regards to divorced or separated parents:
- A birth parent without custody may have access to his/her child or have the child released to him/her.
- Where applicable, parents with custody should inform the school of custody arrangements and, if necessary, provide a court order (restraining order), which will be kept on file in the School Office. Without this court order, the school cannot legally prevent the non-custodial birth parent from taking the child from school. If a court intends to limit a parent's ability to pick up a student, the court order should specifically state the limitations. The District does not monitor or enforce parenting time orders.

Child Protection Policy

All staff are mandated by law to report any suspected case of child abuse, neglect, child sexual abuse or sexual exploitation to the Department of Health and Human Services. Any reasonable suspicion will be reported including a child telling a staff member about abuse, witnessing the abuse, a parent's statement of abuse, or any physical or behavioral signs of abuse. A copy of this law may be obtained from the program director.

Discipline Policy

Children are taught how to be Respectful, Responsible, and Safe. They will be reminded of the rules and encouraged to use their words and problem-solving skills in order to work out issues with others. When discipline is necessary, AACC will use redirection and other positive behavioral approaches that are age-appropriate for the child. If necessary, children will be given the opportunity to "cool down" away from other children while still under the supervision of staff. Staff will talk to students in order to help them find ways to have successful behavior. Parents

will be informed of any unusual circumstances requiring disciplinary action. AACC reserves the right to remove a child from the program due to excessive behavioral problems and does not offer one-on-one care.

Transportation Policy

It is your responsibility for getting your child(ren) to and from care at GLELC/AACC. We will not make transportation accommodations for your child. Please be sure to have your transportation arrangements made prior to your child(ren) attending for the day of care. Any changes to transportation or your child's pick up list, you must notify the coordinator and change your child's child information card to reflect the changes.

Please contact the Transportation Department for any of your transportation needs at (269) 548-3890. If your child is a Ryan student, transportation will be provided to and from child care. Please contact transportation if your child will be using this service. Any changes in your child's regular schedule that will affect their transportation needs must be communicated with the Transportation Department and AACC.

Food and Nutrition Policy

AACC will provide breakfast and snacks in accordance with licensing. Menus will be available at each site for reference. As needed, parents must provide their child with a lunch. Please do not send lunches that need to be refrigerated or heated. AACC encourages healthy and well balanced foods to be packed for meals.

A Caution About Allergies: Some food allergies are life-threatening. The eight most common allergens are milk, eggs, peanuts, tree nuts, soy, fish, shellfish, and wheat. All parents must be aware of the dangers of food allergies, even if their children do not have any. Please be sure to list your child's allergies clearly on their child information record.

Rest Time Policy

Children enrolled in full day programming have an opportunity for rest during the day. Children are provided with a cot and families can send a blanket or pillow to support this time of the day and share individual ideas regarding your child's needs with your classroom teacher. This time period is no longer than 1 hour, while accommodating for the individual needs of children.

Children who do not sleep are provided with quiet alternative activities (puzzles, books, small manipulative toys). As children transition in and out of rest, teachers support children in taking care of their own materials, playing soft music, and gently awaken children with conversation. Students that attend the full day program will have a rest time provided to them based on the *Michigan Licensing Rules for Child Care Centers*.

These guidelines are included below:

R 400.8134 Sleeping equipment.

Rule 134. (1) All bedding and sleeping equipment shall be appropriate for the child; be clean,

comfortable, and safe; and be in good repair.

(5) Along with a cot or a mat, a sheet or blanket of appropriate size must be provided as follows:

(a) For all preschoolers 3 years of age and older in care for 5 or more continuous hours.

(b) For any child in care who regularly naps.

(c) On a parent's request for any child in care.

(7) Documentation from the child's licensed health care provider is required if a child has a health issue or special need that requires the child to sleep in something other than a crib or portable crib for infants or toddlers, or cot or mat for toddlers. The documentation must include specific sleeping instructions and time frames for how long the child needs to sleep in this manner, including an end date

(15) Cots and mats shall be constructed of a fabric or plastic which is easily cleanable.

(16) All sleeping equipment and bedding shall be washed, rinsed, and sanitized when soiled, between uses by different children, and at least once a week regardless of use by different children.

(17) When sleeping equipment and bedding are stored, both of the following apply:

(a) Sleeping Surfaces must not come in contact with with other sleeping surfaces.

(b) Bedding must not come in contact with other bedding

(18) All occupied cots and mats must be placed in a manner that there is a free and discrete means of egress and be spaced as follows:

(b) Cots and mats at least 18 inches apart.

R 400.8219 Sleeping, Resting

(12) Naptime or quiet time shall be provided when children under school-age are in attendance 5 or more continuous hours per day.

(13) Resting or sleeping areas shall have adequate soft lighting to allow the caregiver to assess children.

Health Plan Policy:

CONTROLLING INFECTION, INCLUDING UNIVERSAL PRECAUTIONS: R 400.5111B (1) (a) (iv)

Health/Illness of Children and Staff Policy:

All staff and parents should be observant of the health of the children in their care. Changes in the behaviors of children may be an indicator of an illness. Coughing, sneezing, runny nose, changes in demeanor may be an indicator that a child is ill. For the protection of children in the childcare setting, the following guidelines should be used with regards to attendance. Your child cannot attend care if one or more of the following is present:

- Fever of 100.4 degrees or more
- Runny nose with yellow or green discharge
- Earache that continues or has not been treated by the doctor

- Cough that is consistent, keeps the child from participating in activities or causes the child to be uncomfortable.
- Upset stomach, vomiting, and/ or diarrhea the night before or prior to childcare in the morning that causes discomfort and unable to do normal activities.
- Any open, draining wounds/sores that have not been treated by a doctor.

Parents/Guardians will be notified for pick up of your child(ren) if your child is showing any or multiple of these symptoms during care at AACC.

Children, staff, and volunteers should not return until:

- They are fever free for 24 hours without help of fever reducing medication.
- There has been no vomiting or diarrhea for 24 hours, without use of medication.
- The child, staff member, or volunteer is not exhibiting any other symptoms.
- If highly contagious condition such as strep, pink eye, the child may not return until treated by a doctor and is no longer contagious.

Staff reserve the right to exclude a student who staff reasonably believe poses a risk of harm or infection to other students, even if the symptoms presenting do not align with the symptoms above. The District will comply with all federal, state, and local requirements, including any local health department directives.

Medication Policy:

The District encourages all families to administer needed medication at home. It is the policy of Gull Lake Community Schools not to administer medications unless school administration is necessary and consistent with physician instructions. In these instances, please speak with your child's classroom teacher for further instructions including completion of a Medication Form and instructions for storage and administration.

See Rule R400.8260 Medication, Administration

(pg.37) in Michigan Child Care Licensing Rules

- Child Care Resources-www.workfamilyolutions.com
- Department of Human Services-www.michigan.gov/dhs
- School Nurse-Megan Asper-masper@gulllakecs.org

Health plan last revised: 2/23/21

Emergencies and Injuries:

Parent/Guardian will be notified if their child requires emergency care. If the parent/ guardians are unavailable, the person(s) listed as the emergency contact on the children's information card will be notified.

If none of the above can be reached, and medical attention is required, the child will be taken to the hospital. The District will make an effort to bring the child to the hospital listed on the child's

information record when possible. We will continue to contact the parent/guardian. Ensure that any change of doctors or other medical information is kept up-to-date on your child's information card.

If medical attention is not needed, staff will provide parents/guardians with a courtesy phone call, as well as an injury report at pickup, with description of what happened, first aid given, and when the injury occurred. If a child has a head injury, the parent/guardian and/or emergency contact will receive a phone call to be notified of the situation. Contact with parent/guardian will be recorded on injury report, date and time.

Drug Free and Smoke Free Zone

In accordance with R 400.8167 Smoking or vaping:

R 400.8167 Smoking or vaping. Rule 167. (1) Smoking and vaping must not occur at any time in or during both of the following: (a) In the child care center or on real property that is under the control of the center and on which the center is located. (b) On field trips and in vehicles when children are present.

The entire school campus is a drug free and smoke free zone. Please extinguish cigarettes and properly discard smoking products prior to entering the parking lot and building. This includes chewing tobacco. Help us stay a drug free and smoke free zone by informing anyone that will be escorting your child to and from school of our policy.

If your child is using our transportation to and from school, please help us set a good example to all children on the bus by also keeping the bus stop a drug free and smoke free zone.

Grievances

Our program strives to provide a positive environment for all. However, at times a concern may arise. If you have any questions or concerns you cannot resolve with the teacher directly, please bring the concerns to the attention of the Principal/Director who will work through concerns with you.

Non-Discrimination Policy

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis in admission, access to District programs and activities, or employment. Unlawful discrimination, including unlawful harassment and retaliation, in District programs, services, and activities is prohibited.

For more information about the District's nondiscrimination policy, please see Policies 3115 and 3118.

Important Numbers:

Child Care and Community Education Coordinator: (269) 548-3815

Billing: (269)548-3408

Transportation: (269) 548-3890

